

An Application For A Private Hire Licence On Change Of Vehicle

In order to apply for a Private Hire Licence for a Change of Vehicle, the following procedure must be followed.

An application form must be completed and signed by the proprietor.

A logbook (in the absence of the logbook, please speak to staff for advice) must be produced for the new vehicle.

A fee of £117.00 must be paid and a receipt is then issued. The vehicle test appointment will be confirmed at this point.

When the vehicle has been passed, the proprietor must come to the service point reception, along with the pass sheet, old plate and insurance.

The new plate is then issued along with a licence and the window stickers with details of the licence and the Licensing Authority. Dash numbers are also available at the counter.

If your vehicle fails the test, you will be issued with the relevant documentation at the Test Station which will outline the reasons why. If the failure is due to MOT standards, you will be issued with a 'Refusal MOT test Certificate' which again outlines the reason for the refusal (there is important information on the reverse side of this document which should be read).

Any enquiries regarding the above can be made at the service point or by telephone to the Licensing Administration team on 01706 924114.

Please note: Original documents MUST be produced at every application submitted.

APPLICATION FOR A PRIVATE HIRE LICENCE ON CHANGE OF VEHICLE

NAME _____

ADDRESS _____

TELEPHONE _____
 And email address _____

DETAILS OF PRESENT VEHICLE	DETAILS OF PROPOSED VEHICLE
Registration	Registration
Make	Make
Model	Model
Seating capacity as insured (excluding driver)	Seating capacity as insured (excluding driver)
Plate Number P _____	Year of manufacture
DETAILS OF METER	Number of Doors
Make	Engine Capacity
Model	Colour *
Serial Number	Operator Base

***Important note** if your new vehicle is **Silver** in colour, the log book **MUST** be produced at the time of application.

Where was your meter calibrated? _____

Are you transferring your meter to your proposed vehicle? YES/NO
 If yes, speak to a member of staff, as your meter will need re-calibrating and testing. If no, then please give details of your new meter overleaf.

MAKE/MODEL: _____

SERIAL No: _____

Where was it calibrated: _____

ADVERTISEMENTS

Does the vehicle display any advertisements? Yes/No

If yes, have they been approved by the Licensing Manager? Yes/No

If yes, what is the design and the measurements _____

INSURANCE

Please present a valid and current insurance certificate/cover note

- ◆ Number Of Policy/Cover Note Etc.: _____
- ◆ Date of Expiry: _____
- ◆ Is It A Block Policy?
- ◆ Name Of Holder: _____

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.

I declare that the information I have given on this form is true, and to the best of my knowledge is correct.

I, the undersigned, hereby apply for a private hire licence, on change of vehicle, for the Rochdale Metropolitan Borough Area. If the application is approved I declare that, I will equip the vehicle in accordance with any requirements of any licence conditions for the time being in force. I also understand that until approval, if given, in writing, I must retain possession and registered ownership of the vehicle and not substitute the replacement vehicle or the licensed vehicle.

SIGNED _____ **DATE** _____

For office use only

Ticket Number	Receipt No & Date	Insurance Checked	Documents	Door signs
	<p>£117.00 fee</p> <p>Credit/Debit/Online</p>	Yes/No	<p>Log Book <input type="checkbox"/></p> <p>V62 <input type="checkbox"/></p> <p>Receipt <input type="checkbox"/></p> <p>Road Tax <input type="checkbox"/></p>	<p>Checked Yes/No</p> <p>Which firm</p> <hr/>

❖ **In view of the vehicle being over the recommended age limit (5 years) I understand that the decision in respect of the fitness of the vehicle will be taken on first inspection only and I accept that no retest will be allowed. Should my vehicle be refused I understand I will lose £10 admin fee and £60.00 test fee from my application.**

Signed _____ Date _____

Witnessed _____ Date _____

Approved Standards for Private Hire Vehicles

Requirement	Detail
Vehicle Type	<p>Four Door Saloon – with suitable boot capacity</p> <p>Five Door Hatchback – Fitted with parcel shelf</p> <p>Estate – Luggage guard / a security blind between rear seat and luggage area</p> <p>Minibuses/MPV - **Passengers must have clear access to all seats without having to fold or move any other passenger seat. Seats will not be sideways facing to the direction of travel and will comply with seat belt regulations. The vehicle must have adequate luggage space</p>
Colour of Vehicle	Any colour except white or similar type of colour e.g. cream, beige or silver. If in Authorised Officers opinion, the colour would lead to a person confusing the vehicle with a hackney carriage, then the vehicle will be refused
Engine Capacity	Minimum of 1300 c.c. Nominal (1290 c.c. upward)
Rear Seat Dimensions	There must be a minimum of 400mm (16 inches) of seat available per person
Age of Vehicle	Normally, applications (both initial and renewal) will not be accepted where the vehicle is more than 5 years old, i.e. a maximum of 5 years from the date of the vehicles first registration to date of application. For vehicles over 5 years old, applicants will be refused unless the applicant can demonstrate that the vehicle is in extremely well maintained condition
Fare Meters	Approved and tested fare meters to be fitted, in a location, where the passengers may readily see the display. Negotiated price work is still possible

Applied to vehicles **not currently licensed

<p>Evidence of Insurance Cover</p>	<p>Failure to provide evidence of suitable and continued insurance cover within the period requested, will lead to automatic suspension and possibly revocation of the Private Hire Vehicle Licence</p>
<p>Signs on Vehicles</p>	<p style="text-align: center;"><u>FRONT DOOR SIGNS</u></p> <p>The vehicle must at all times have displayed on both front doors a permanently fixed vinyl door sign complying with the following;</p> <p>The name and where appropriate, the company logo The operator telephone number The words “ADVANCED BOOKINGS ONLY” in clear visible letters at least 40mm high The whole sign should be at least 600mm x 250mm The minimum standard for the material of which the sign is made is STANDARD REMOVABLE VINYL Any door sign MUST be approved by this Licensing Authority</p> <p style="text-align: center;"><u>FRONT SCREEN VISOR STICKER</u></p> <p>The window screen visor sticker must comply with Road Traffic Legislation and does not affect the driver’s area of vision. The sticker must not encroach more than 10cm from the top of the screen, and must not be within the sweep of the window screen wipers</p> <p style="text-align: center;"><u>REAR WINDOW SCREEN SIGN</u></p> <p>The sign must not encroach more than 5cm from the top of the screen. It must be a single line with either the company logo/name and telephone number</p> <p style="text-align: center;"><u>BOOT/TAILGATE SIGN</u></p> <p>The sign must not be more than 8cm in depth. It must be a single line with either the company logo/name and telephone number</p>

PRIVATE HIRE VEHICLE PROCEDURE GUIDANCE

FAILED APPOINTMENTS

A receipt will be issued, and a vehicle test appointment will be made. If you fail to attend this appointment **without giving 48 hours notice** (Monday to Friday) an **additional fee of £60.00 will be charged**.

Vehicle examination - RE TEST

A Private Hire vehicle is required to have a vehicle examination on application and renewal. If your vehicle fails the examination and it is less than 5 years old, you will be entitled to a re-test. The examiner will list the defects on the vehicle examination sheet; when the faults have been rectified you will need to come to the Licensing reception point and pay the re test fee of £60.00

Mechanical Examination - SAFETY CHECK

When the vehicle examiner has examined the Private Hire vehicle, you will be issued with an examination sheet, if the vehicle has passed then you will need to bring it to the Licensing reception point. **This sheet must be presented to the Licensing Section within 7 days of issue**. Failure to do this will result in your vehicle requiring a safety check. A fee of £60.00 is payable to the Licensing Section for this safety check.

VEHICLES OVER 5 YEARS OLD - VEHICLE EXAMINATION FAILURE

If your vehicle fails the vehicle examination test no re-test is permitted. You should present the vehicle examination sheet to the Licensing Section. You will be issued with a refusal letter stating the reasons for refusal. The right of appeal for refusal is to the Magistrates Court.

Fire Extinguisher

A fire extinguisher must be carried in the vehicle at all times. The fire extinguisher must be securely affixed and in such a position as to be easily available for use. The extinguisher must be suitable for dealing safely with flammable liquid fires and fires involving electrical equipment. The dry powder fire extinguisher must be a minimum of 1kg to a maximum of 2 kg and must be clearly marked with the appropriate British Standards Institution specification number and with the name and address of the manufacturer or vendor thereof. If the extinguisher is a "throw away" type then once it has been discharged then it should be replaced immediately

The fire extinguisher should be clearly visible to the vehicle examiner / authorised officer.

Dash Board Numbers

The plate number of the vehicle must be clearly displayed and maintained so that it can be clearly visible at all times to the persons being carried in the vehicle.

General Information.

Location

Licensing Service Reception Point
Number One Riverside
Smith Street
Rochdale
OL16 1XU

Telephone Number: 01706 924114
Fax No: 0844 332 0324

Vehicle Testing Station

Green Lane
(Approx. 200yds from Gregg Street, over level crossing)
Heywood

Telephone Number: 01706 922031

ENVIRONMENTAL MANAGEMENT

Customer Notice

In the interests of safety, and to ensure quality standards are maintained, vehicles presented for test at Green Lane test station will be randomly selected for quality control checks after the initial test has taken place. If your vehicle is selected, the checks to be conducted will take approximately 15 minutes.

Please accept our apologies for any inconvenience this may cause. Thank you in anticipation of your continuing support to ensure we are able to maintain the quality standards expected from the vehicle test facility at Green Lane, Heywood.

**Dave Flaherty
Transport and Fleet Services Manager
Environmental Management
Green Lane
Heywood**